



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

LEARN AND SERVE MONTANA



Mini-Grant GRANT APPLICATION 2009-2010

National and Community
Service Trust Act 1990, as Amended
Montana Office of Community Service
MCA 90.14.101-109

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Office of Public Instruction
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Due: January 4, 2010
Faxed or e-mailed applications will not be accepted.
Successful applicants will be notified no later than Jan 11, 2010

Denise Juneau
Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501

LEARN AND SERVE MONTANA
Service-Learning Grant
Application for Grant Funds
YEAR ONE 2009-2010

PURPOSE

It is the purpose of the 2009-2010 Learn and Serve Montana's grant to expand service-learning opportunities that will build capacity to sustain service-learning as a teaching strategy in all Montana schools. This grant will support service-learning projects that increase student academic achievement, reduce dropout rates, create school and community environments that value the richness of diversity, and support the Indian Education for All law, and school and community safety and preparedness.

APPLICANT INFORMATION

A. Project Title _____

B. Estimated number of students _____ Adults _____

C. Prime Applicant District (administrative and fiscal agent)

School District Name

County

D. Local Regional Demonstration Center Learn and Serve Coordinator

Name

School

School Address

ZIP Code

Work Telephone

Fax

E-Mail

E. Project Timeline: Application **postmarked by Monday, January 4, 2009**. Electronic submissions not accepted.
Project will begin: Jan 12, 2010 Contingent upon funds.
Budget Project will end: June 30, 2010

F. Partner/community agencies participating in project for Service-Learning program and signature of the
Partner/agency board chairperson.

Agency Name

Agency Board Chair Signature(s)

Authorized Representative Signature

Date _____

Superintendent

Principal (if there is no Superintendent)

County Superintendent (if there is no Principal)

Approved Exception

Proposed Project Budget Detail 2009-2010	LEARN AND SERVE MONTANA Service-Learning Application for Grant Funds YEAR ONE 2009-2010	
Prime Applicant District Name _____ Project Number _____		
BUDGET CATEGORY	SEA / Learn and Serve Service-Learning	Local/District In-Kind Match*
Salary/Benefits Local Service-Learning Coordinator		
Planning and Capacity Building		
Contracted Services/ Technical Assistance		
Supplies and Materials		
Travel		
Other		
Learn and Serve Grant Award Total		
<p><i>*A minimum of 100% local/district in-kind match of the total grant award is required.</i></p> <p><i>* Budget must include funding for professional training.</i></p>		

**Proposed Project
Budget Detail
2009-2010**

Budget Justification for each category

Salary and Benefits

Planning and Capacity Building (e.g., staff development, community members' training and evaluation)

Contracted Services

Supplies and Materials

Travel

Other

Source of local/district in-kind matching funds

Learn and Serve Montana

Service-Learning Grant Application 2009-2010

Purpose of Grants

It is the purpose of the 2009-2010 Learn and Serve Montana grant to expand service-learning opportunities that will build capacity to sustain service-learning as a teaching strategy in all Montana schools. This grant will support service-learning projects that increase student academic achievement aligned with Montana Content and Performance Standards, reduce dropout rates, create school and community environments that value the richness of diversity, and support the Indian Education for All law, and school and community safety and preparedness.

In particular these grants must address the following focus:

- 1.) Student involvement Montana Youth Restoration
- 2.) Strengthening School and Community Partnerships
- 3.) (Bonus points will be given to applicants who include students in civic engaged activities).

Submission Procedures

Project Period

The project period for Learn and Serve Montana grants is six months (January 2010 –June 2010). Your proposal must include a six-month project overview, as well as proposed activities, and a budget for the entire year. Approved applicants will be notified in writing by the Office of Public Instruction (OPI).

Funding Amounts

The OPI will award up to \$5,000 per approved project. Information on Learn and Serve can be found on the OPI Web page under Accreditation. A description as well as other Web sites explaining service-learning are posted on the OPI Web page: <http://www.opi.mt.gov>.

Important Dates

Application Due Date:	Monday, January 4, 2009
Award Notices:	Monday, January 11, 2010
Mandatory Grantee Orientation Meeting:	To be determined at a later date (Helena)

Mail the Grant Application to:

Mary Ellen Earnhardt
(Service-learning Coordinator)
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Learn and Serve Montana

Service-Learning Grant Application 2009-2010

All applications submitted to the OPI must include the following four sections.

Section 1: Grant Application Cover Page

Section 2: Application Narrative Sections

- a.) ***Executive Summary*** – One double-spaced page. Briefly summarize your program. Include projected number of participants, service goals, and learning objectives.
- b.) ***Summary of Accomplishments*** – One double-spaced page. Briefly summarize the accomplishments from prior Learn and Serve Montana funds; or experience with service-learning related activities.
- c.) ***Proposal Narrative*** – Double-spaced pages in a 12-point font. Include the following sections in your Proposal Narrative:

1. Proposal Narrative

Your grant proposal should include a description of community needs your program will address, student involvement with restoration projects in their community, a time line of activities, key tasks and corresponding dates for the management and development of your program. In particular, outline your plan for programmatic oversight, strategies for service-learning alignment with Montana Content and Performance Standards, strategies for developing community partners, plan for building and sustaining capacity for service-learning in your school.

2. Needs and Activities

Needs – Describe the specific community needs your program will address and how those needs were identified. Please keep in mind the state-goals for this grant and discuss how your local needs fit state-goals. This grant will support service-learning projects that increase student academic achievement aligned with Montana Content and Performance Standards, reduce dropout rates, and create school and community environments that value the richness of diversity.

A.) Over all plan and strategies

- Describe your strategy for meeting those needs and the rationale for the strategy.
- Describe proposed service-learning activities and how they support your strategy.
- Describe how you plan to include student voice and reflections.
- Develop a time line for your activities (November – June 30¹)
- Bonus points will be given to proposals including an increase in student civic engagement activities.

Learn and Serve Montana

Service-Learning Grant Application 2009-2010

3. Strengthening Communities to Support Service-Learning

Your narrative must:

- Describe the community partnerships you plan to develop, including well-defined roles for these community-based partners.
- Describe your strategies for recruiting and retaining adult volunteers to help support and coordinate your service-learning efforts. Estimate the number of volunteers you expect to recruit.
- If applicable involve other Corporations for National and Community Service resources such as AmeriCorps Volunteers, AmeriCorps*VISTA members, RSVP / Senior Corps.

4. Developing Participants

Your narrative must describe how your project will:

- Involve students in the program planning as well as in training, supervising, and recognizing participant efforts.
- Engage or serve disadvantaged youth in the program model.
- Provide opportunities for participants and volunteers to serve together with people of different backgrounds (such as ethnicity, race, religion, socio-economic status, age, and physical ability).
- Estimate the number of participants you expect to engage in the first year of the program.

5. Organizational Capacity

Your narrative must address the following issues:

- Ability to provide sound program and fiscal oversight;
- Experience in managing grants;
- Qualifications of key staff people responsible for the program; and
- Designate a service-learning coordinator.

6. Collaborative Efforts with Other Programs

Your narrative must describe how your program collaborates experiences with other school programs. (Indian Education for All, ESEA, Title I, 21st Century Community Learning Centers, Character Education, etc.)

Learn and Serve Montana

Service-Learning Grant Application 2009-2010

7. Assessment and Accountability

Your narrative must:

- Explain how your program builds community support for your program at the local level through cash or in-kind match.
- Describe the other sources of support used by your school for similar initiatives and your plans and ability to expand this support.
- Describe your plan for evaluating your project.
(All grantees are required to do a year-end report and progress reports.)

8. Sustainability Plan

Your narrative must:

- Describe how your project will provide for sustaining service-learning in the school and community.

Section 3: Bonus Points

Bonus points will be given to projects reporting increase in student civic engagement activities'.

Section 4: Statement of Assurances

Should an award of funds be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the OPI that the authorized official will:

1. Upon request, provide the Montana Office of Public Instruction with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations.
2. Conduct educational activities funded by this project in compliance with the following federal laws:
 - a. Title VI of the Civil Rights Act of 1964
 - b. Title IX of the Education Amendments of 1972
 - c. Section 504 of the Rehabilitation Act of 1973
 - d. Age Discrimination Act of 1975
 - e. Americans with Disabilities Act of 1990
 - f. Improving Americans Schools Act of 1964
 - g. National and Community Service Trust Act 1990
3. Use grant funds to supplement and not supplant funds from nonfederal sources.
4. Take into account, during the development of programming, the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups.
5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the U.S. Department of Education and the Montana Office of Public Instruction.
6. The applicant will retain records for the program for five years and will allow access to those records for purposes of review and audit.

The Learn and Serve Rating Sheet is for evaluators only, on the following page.

LEARN AND SERVE MONTANA RUBRIC	PROJECT NAME	SCHOOL DISTRICT				
Application Rubric----Six Months		Disagree	Agree		Strongly Agree	
Abstract included required elements (defined community needs, youth restoration, community partners, and developed a sustainability plan) and clearly articulated the project.		1	2	3	4	5
Identified and estimated the number of K-12 service-learning students and adults.		1	2	3	4	5
Described strategy for building partnerships and Service-Learning committees.		1	2	3	4	5
Provided meaningful educational experiences for students that increased academic achievement (aligned activities to school curriculum) and responded to community needs.		1	2	3	4	5
Identified service-learning coordinator responsible for the program.		1	2	3	4	5
Developed plan for collaborative efforts with other school-based programs such as Character Education, ESEA, Title I, 21 st Century Community Learning Centers, Safe and Drug-Free Schools and Communities.		1	2	3	4	5
Identified a plan for involving other Corporations for National and Community Service Resources such as AmeriCorps Volunteers, AmeriCorps*VISTA members, RSVP / Senior Corps.		1	2	3	4	5
Identified an appropriate and detailed time line for program implementation and completion and a detailed timeline.		1	2	3	4	5
Provided strategies that will ensure student voice, leadership skills, and knowledge of diversity issues, civic engagement and active roles for students.		1	2	3	4	5
Identified a variety of structured reflection activities and other aspects of high-quality service-learning program strategies that met the performance measures.		1	2	3	4	5
Budget is appropriate and reasonable considering the scope of the project.		1	2	3	4	5
TOTAL POSSIBLE		TOTAL SCORE: _____				
Bonus Points: Project provided opportunities for students to increase their civic engagement activities.		1	2	3	4	5